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IOWA REAL ESTATE APPRAISER EXAMINING BOARD  
1920 SE Hulsizer Road, Ankeny, Iowa 50021-3941  
Telephone 515-281-7356 Fax 515-281-7411

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FORM FOR PETITION FOR BOARD APPROVAL OF UNSUPERVISED EXPERIENCE OR  
EXPERIENCE PERFORMED IN THE ABSENCE OF REGISTRATION AS AN ASSOCIATE  
REAL ESTATE APPRAISER, AS PROVIDED IN IOWA CODE SECTION 543D.9 (SUPP.  
2007), AND 193F IOWA ADMINISTRATIVE CODE 5.4 AND 6.4

Commencing July 1, 2007, all experience required for initial certification as a certified residential or certified general real estate appraiser must be performed as a registered associate real estate appraiser acting under the direct supervision of a certified real estate appraiser. The Board may, however, approve unsupervised experience or experience performed in the absence of registration as an associate real estate appraiser under certain narrow circumstances. The burden is on the applicant to establish by clear and convincing evidence ALL of the following:

1. The experience is qualifying experience under the substantive and documentation standards of the Appraisal Qualifications Board and Appraisal Subcommittee.
2. Denial of the application would impose an undue hardship on the applicant.
3. The nature of the experience attained is qualitatively and substantially equivalent to the experience a registered associate real estate appraiser would receive under the direct supervision of a certified real estate appraiser under the standards established in 193F IAC Chapter 15.
4. Approval of the application would foster the board's goal of fair and consistent treatment of applicants.
5. A basis exists beyond the individual control of the applicant to explain why the experience at issue could not have been attained by the applicant as a registered real estate appraiser under the direct supervision of a certified real estate appraiser.

Please note: Commencing July 1, 2007, only certified and associate real estate appraisers are allowed to provide real property appraisal assistance in the development or reporting of an appraisal assignment that is required by Iowa or federal law, rule or policy to be performed by a certified real estate appraiser. The Board lacks any authority to waive this requirement. This form cannot accordingly be used for that purpose.

**APPLICANT INFORMATION**

NAME ☐ Mr.  
☐ Ms.

ADDRESS \_\_\_\_\_  
Street Address or PO Box

City State Zip Code  
PHONE NUMBER ( \_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ ☐ Home ☐ Cell ☐ Business

E-MAIL ADDRESS \_\_\_\_\_

**ARE YOU SEEKING APPROVAL FOR EXPERIENCE IN CONNECTION WITH AN APPLICATION AS A CERTIFIED RESIDENTIAL OR CERTIFIED GENERAL REAL ESTATE APPRAISER?**

- ☐ 193F IAC Chapter 5 (543D) for Certified Residential Appraisers  
☐ 193F IAC Chapter 6 (543D) for Certified General Appraisers

**FACTS AND REASONS FOR WAIVER REQUESTED**

What are the facts and reasons that, in your opinion, provide "clear and convincing evidence" supporting your request that the Board allow unsupervised experience or experience performed in the absence of registration as an associate real estate appraiser? Be sure and address:

1. Why you feel denial of the application would impose an undue hardship on you.

2. How approval of the application would foster the Board's goal of fair and consistent treatment of applicants.

3. The basis that exists beyond your individual control to explain why the experience at issue could not have been attained as a registered real estate appraiser under the direct supervision of a certified real estate appraiser.

### ***SUPPORTING EVIDENCE OF EXPERIENCE***

Indicate how your experience was received. Be very specific about: (a) how the experience is qualifying experience under the substantive and documentation standards of the Appraisal Qualifications Board and Appraisal Subcommittee; and (b) how the nature of the experience attained is qualitatively and substantially equivalent to the experience a registered associate real estate appraiser would receive under the direct supervision of a certified real estate appraiser under the standards established in 193F IAC Chapter 15.

List name, title, address and phone number of persons able to verify such experience and attach letters from each person indicated. Use additional sheets if necessary for explanation.

### **SIGNATURE**

I attest to the accuracy and truthfulness of the information contained in this petition. I authorize any persons with knowledge of the relevant facts relating to the requested waiver to release any information to the Iowa Real Estate Appraiser Examining Board as needed.

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Signature

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Date